

**DEPARTMENT OF THE ARMY
U. S. ARMY TRANSPORTATION CENTER
Fort Eustis, Virginia 23604-5000**

**ATZF-CP
POLICY BRIEF
Number 690-12**

17 September 1996

**Civilian Personnel
MANDATORY REPROMOTION PROGRAM**

1. APPLICABILITY: This policy applies to the U.S. Army Transportation Center (USATC), 8th Transportation Brigade, Office of the Chief of Transportation (OCOT), Noncommissioned Officer Academy (NCOA), TSM-TRADOC System Manager for the Family of Medium Tactical Vehicles, and Headquarters, Fort Story; hereinafter, referred to as the activity. This policy brief does not apply to any action directed by an individual or organization with authority which overrides this policy such as a discrimination complaint, court decisions, or arbitration decisions.

2. STATEMENT OF POLICY:

a. Federal agencies are responsible for placement assistance to their employees who have been affected by an adverse action not for personal cause. Under certain conditions, employees may be entitled to priority consideration for repromotion to a vacant position. Priority consideration means the employee is considered for a job noncompetitively, before other candidates.

b. Effective immediately, the following policy on repromoting employees who have been involuntarily demoted for reasons such as reduction in force (RIF), correction of classification error, return from overseas, declination to transfer with function, or other adverse action not for personal cause will apply:

c. Current employees assigned to an activity who have been involuntarily demoted and who are receiving grade, pay, or salary retention benefits will be granted mandatory repromotion consideration as long as their retention benefits continue. If an employee is qualified and

interested, priority consideration will be given for positions at or below the grade from which demoted, but not including "current" grade occupied. Mandatory repromotion consideration will apply to any vacancy in the activity regardless of the area of recruitment selected by the selecting official.

d. A declination of repromotion to the retained grade level by an employee will terminate his or her eligibility to draw the higher salary. If an employee declines a valid offer at an intervening grade, the employee's entitlement to repromotion consideration will terminate at that grade level and below. However, the employee will continue to receive the retained pay and/or grade to which otherwise entitled and repromotion consideration for higher grades, unless also declined, up to and including that from which changed to lower grade.

e. Employees will not be given priority repromotion consideration for positions that offer known promotion potential beyond the grade held at demotion. Repromotion consideration will not be extended to employees who enter a formal training program on a voluntary change to lower grade and then fail to complete the training.

3. PROCEDURE:

Every permanent recruit action within the activity that clears the excess employee list and other higher priority placement lists will be checked to determine whether there are employees currently working in the activity and receiving retention benefits who are eligible for repromotion into the vacancy. If a qualified candidate(s) is identified, the selecting official will be issued a referral before any competitive action is initiated on the

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position. Selecting officials will make every effort to place employees eligible for repromotion into permanent positions more in line with their retained salary. However, if after careful consideration of a repromotion eligible, it is determined that the candidate will not be successful in performing in the position, a request for approval to nonselect will be prepared. The request must fully document why the applicant does not meet the requirements for the position or could not be expected to successfully perform the duties of the position within a reasonable period of time. Requests will be submitted through the Civilian Personnel Advisory Center (CPAC) to the Chief of Staff, USATC for final decision.

FOR THE COMMANDER:

ACTION: CDR, USATC
Major Sub CDRs
Dirs & Chiefs of Stf Ofcs

INFO: CG Policy File

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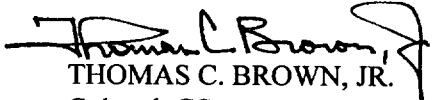
Unless valid objections to the placement are submitted, a repromotion eligible employee will be offered repromotion to the higher graded position.

4. **SUPPORTING STATEMENTS:** None

5. **REFERENCES:**

1. 5 C.F.R. Part 335, Promotion and Internal Placement
2. 5 C.F.R. Part 536, Grade and Pay Retention
3. DOD 1400.20-1-M DOD Program for Stability of Civilian Employment

DATE APPROVED: 18 Sept. 96


THOMAS C. BROWN, JR.
Colonel, GS
Chief of Staff